

April 18, 2013

*Subject: Minutes of Site Inspection and Pre-Proposal Conference held on April 12, 2013, at U.S. Embassy, Seafront Compound for the Fabrication and Installation of Doors, Grilles and Related Services*

*Ref: RFP No. SRP380-13-R-0009*

## **INTRODUCTION**

The C&P and Residential Security representatives met the offerors at US Embassy Seafront Compound and proceeded with the site inspection at No. 5346 Amorsolo Street, Dasmariñas Village.

## **SITE INSPECTION**

The Government representatives showed the participating offerors the areas/sites where the work will be performed. The offerors were advised that the solicitation will be discussed in detail during the pre-proposal conference.

## **DISCUSSION OF THE SOLICITATION PACKAGE DURING THE PRE-PROPOSAL CONFERENCE**

The Contracting Officer, Ms. Nenita Whitaker, welcomed all attendees and presided over the conference, while the C&P Agent, Lina Arkoncel, discussed the details of the solicitation. The RSA was represented by Brad Carlson, Jun Sanchez and Nelson dela Virgen. The following sections of the solicitation were highlighted:

### **a. Sections of the solicitation.**

1. Cover Page, Standard Form (SF) 1442- The proposal due date of submission on May 6, 2013, no later than 4:00 p.m. was emphasized. No late proposals will be considered after this time.
2. Section B; Paragraphs B.1, B.3 and B.4
3. Section C- Descriptions /Specifications/Work Statement. The offeror is responsible to review thoroughly the scope of work and other terms and conditions of the solicitation.
4. Section F- Deliveries or Performance, paragraph F.8
5. Section G. Contract Administration; Paragraphs G.2 and G.2.6.
6. Section H. Special Requirements, paragraphs (H.3), (H.4), (H.12)

7. Section I – Contract Clauses

The clause FAR 52.222-50. Combating Trafficking in Persons, was emphasized.

8. Section J- List of Documents, Exhibits and Other Attachments

9. Section K- Representations

10. Section L- Instructions/Conditions and Notices to Offerors, paragraphs (L.4.1), (L.4.2), (L.4.3); (L.9)

11. Section M-Evaluation Factors for Award

Participating offerors were given no later than 4:00 P.M. of April 15, 2013, to submit to C&P section any questions concerning the solicitation, via fax no. (632) 548-6762.

**Conclusion**

The discussion concluded and attendees were thanked for their presence and expression of interests in serving the U.S. Government.

cc: RSA  
All participating offerors  
File